

**LOCATION ADMINISTRATIVE OFFICER
GS-341**

This series includes positions in which the employees are responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating both administrative and management services with the general management of an organization. Positions will require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in oral and written communications, supervisory skills, and knowledge of computer systems internal and external to the organization. Also required are basic skills in procurement, safety and health, human resources, and property management.

LOCATION ADMINISTRATIVE OFFICER – ENTRY LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of federal procurement, purchasing, and contracting administration including grants, agreements, and trusts.</p> <p>Ability to advise on budget and fiscal management including budget development, analysis of fund expenditures, and reconciliation of accounts.</p> <p>Ability to direct facility and property management including vehicle fleet management, repair and maintenance, revokable permits, and easement.</p> <p>Skill in communicating effectively with Agency and university personnel, as well as vendors and contractors.</p> <p>Knowledge of and ability to interpret administrative management policies, procedures, and operating guidelines and to implement them in accordance with existing laws, regulations, and policies.</p>	<p>Administrative Management</p> <p>Communications Management</p> <p>Facilities Management</p> <p>Financial Management</p> <p>Human Resource Management</p> <p>Procurement Management</p> <p>Property Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Basics for Administrative Management; Basic Communication Skills; and Basic Accounting USDA Graduate School</p> <p>FFIS, LOTS, and SAMS; TRVL; Travel Rules and Regulations Training In-House Training (Financial Management Division) and National Finance Center</p> <p>Basic Grants and Agreements Training Management Concepts, Inc.</p> <p>Basic Procurement; Basics for COR; Federal Acquisition Training; and Basics for Property Management and Fleet Management Management Concepts, Inc. USDA Graduate School</p> <p>LAO Personnel Management Workshop In-House Training (Office of the Deputy Administrator, AFM)</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>STAR, PINQ, Workplace Violence, and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>PCMS Training In-House Training (Procurement and Property Division)</p> <p>ARIS In-House Training (National Program Staff)</p> <p>WordPerfect, GroupWise, Lotus Notes, and Basic Presentation Graphics In-House Training (Information Technology Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u> Consider course in Creative Problem Solving Shadow a Senior Level Location Administrative Officer</p>

LOCATION ADMINISTRATIVE OFFICER – INTERMEDIATE LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of administrative areas such as human resources, general services, budget and fiscal, procurement and contracting, and property management in order to plan and organize the administrative functions of an office or organizational unit.</p> <p>Knowledge of and ability to interpret administrative management policies, procedures, and operating guidelines and to implement them in accordance with existing laws, regulations, and policies.</p> <p>Knowledge of Federal procurement, purchasing, and contract administration including grants, agreements, and trusts.</p> <p>Skill in communicating effectively with Agency and university personnel as well as vendors and contractors.</p> <p>Skill in computer software to prepare budget packages, inventories, administrative reports, and documents.</p> <p>Ability to advise on budget and fiscal management including budget development, analysis of fund expenditures, and reconciliation of accounts.</p>	<p>Administrative Management</p> <p>Facilities Management</p> <p>Financial Management</p> <p>Human Resource Management</p> <p>Procurement Management</p> <p>Property Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Project Management USDA Graduate School Management Concepts, Inc.</p> <p>Strategic Planning USDA Graduate School Management Concepts, Inc.</p> <p>Creative Problem Solving; Budget Formulation; and Personal Property Utilization and Disposal USDA Graduate School</p> <p>Basics for Safety and Health In-House Training (Facilities Division)</p> <p>ARMPS Training In-House Training (Financial Management Division)</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>Conflict Resolution, Workplace Violence, and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>Supervising Problem Employees American Management Association</p> <p>Field Acquisition Training Management Concepts, Inc. USDA Graduate School</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u> Consider training courses in the following areas: Introduction to Employee Development Management Analysis Statistics for Management Improvement Shadow a Senior Level Location Administrative Officer</p>

LOCATION ADMINISTRATIVE OFFICER – ADVANCED LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Advanced knowledge of a broad complex range of principles, concepts, techniques, and practices of management and skill in applying this knowledge to difficult problems and complex work assignments.</p> <p>Detailed knowledge of administrative regulations pertaining to procurement, contracting, personnel, budget and fiscal, property, ADP, safety and health, facilities management, computer services, and office services along with the ability to apply this knowledge to unprecedented work situations and to provide technical advice and assistance to management officials.</p> <p>Broad knowledge of the mission and functions of ARS, together with an in-depth knowledge of each location, work site or project's research program to effectively participate in daily operations and overall planning.</p> <p>Ability to advise and counsel management, staff, and employees on substantive and procedural matters within the full range of administrative matters, including human resources, general services, budget, and fiscal administration.</p> <p>Ability to analyze, develop, administer, monitor, coordinate, and evaluate programs and procedures involved in operating and maintaining a variety of special use and multi-use Government buildings and facilities as well as university leased property and space.</p> <p>Ability to direct an administrative and facilities management program through subordinate personnel, including a wide range of knowledge of the principles of supervision and concepts, techniques, and practices of management.</p> <p>Ability to express oneself logically, concisely, and persuasively in both oral and written form to secure understanding and support from program and other officials.</p>	<p>Administrative Management</p> <p>Communications Management</p> <p>Financial Management</p> <p>Human Resources Management</p> <p>Procurement Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Time Management Courses Management Concepts, Inc. USDA Graduate School</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>Communications (Advanced) Advanced Briefing Techniques and Managing Other Peoples Writing USDA Graduate School</p> <p>Long-Range Financial Planning Training Administrative Management Association</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>Federal Acquisition Training Management Concepts, Inc. USDA Graduate School</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Consider training courses in following areas: AAO Intermediate Management Analysis Multicultural Diversity Public Speaking Strategic Planning</p> <p>Shadow a Senior Level Location Administrative Officer</p>